

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 3rd December 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC) and District Cllr/WHPC Cllr Jessica Bailey (JB)
In attendance:	Anne Oliver Parish Clerk, 7 members of the public attended the meeting
Apologies received from:	Cllr Quentin Tailford (QT), DCC Cllr Claire Wright

Item (a)	Discussion and decisions (b)
19/338	<p>Welcome and Chairman’s announcements</p> <ul style="list-style-type: none"> The meeting started at 7.35pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
19/339	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> Apologies were accepted from Cllr QT and DCC Cllr Claire Wright
19/340	<p>Public question time (3 minutes)</p> <p>From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.</p> <p>Five members of the public chose to speak. Matters raised:</p> <p>1. Picnic Benches in Broadoak Plantation</p> <ul style="list-style-type: none"> Residents raised concerns about the Council's plan to install picnic benches in Broadoak Plantation. In particular they highlighted potential problems including parking, litter, threat to wildlife, anti-social behaviour and ongoing maintenance. They were disappointed that neighbouring householders had not been consulted. Cllr MH explained that the Parish Council had to liaise with the Woodland Trust and their contractors regarding installation of picnic benches. This was in progress. Residents felt that the Woodland Trust management of Broadoak was poor and many trees required attention. Cllrs agreed with the view that it was very difficult to get a response from the Woodland Trust Cllr MH confirmed that the matter would be discussed later in the agenda.

	<p>2. Ditches/Gullies/Verges: A resident complained of inaction regarding problems with surface water drainage in/near Higher Broad Oak Road.</p> <ul style="list-style-type: none"> • Cllr MH reported that the matter had been raised with Highways and that the Parish Council would raise the matter again. <p>3. A resident asked for information on Defibrillator and Community First Responders in the village. Cllr MH confirmed that there was one defibrillator (outside the Village Hall) and asked the resident to contact the Council. There is an additional defibrillator in the school and available within school hours.</p> <p>4. Residents thanked the Council for the recent newsletter and Village Map.</p>
19/341	<p>To receive the monthly crime stats for information</p> <ul style="list-style-type: none"> • No incidents reported in October. Noted
19/342	<p>Minutes</p> <p>1. To approve the minutes of the Parish Council meeting on 5th November 2019, previously circulated.</p> <ul style="list-style-type: none"> • Approved and signed
19/343	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>District Cllr Jess Bailey reported</p> <ul style="list-style-type: none"> • Planning application 18/1222/MFUL (roadside services at Daisymount Junction) wasn't approved at EDDC on 3rd December and has been deferred to the next meeting to seek further information from the applicant in relation to the visual impact of the building, their design and materials including CGI images of the proposal • Some election campaign posters in East Devon have been set on fire/defaced.
19/344	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</p> <ul style="list-style-type: none"> • Cllr JB declared a personal interest in 19/345 as the applicant is an acquaintance and will not take part on debate. • Cllr ABC declared an interest in 19/348 as he owns land in the village.
19/345	<p>Planning applications received</p> <p>19/2460/TRE 23 Moorlands, West Hill Applicant: Mr& Mrs Martin</p> <p>T1 Oak: Crown raise to give 2m clearance over lawn and prune to give 2.5m clearance to house.</p> <ul style="list-style-type: none"> • Cllrs considered the application and unanimously supported the application. <p>19/2554/FUL Copperhayes, West Hill Road Applicant Mr&Mrs Siburn</p>

	<p>Proposed change to approved consent 19/0920/FUL to remove first floor balcony and minor elevational changes.</p> <ul style="list-style-type: none"> • Cllrs considered the application and unanimously supported the application.
19/346	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/1724/FUL The Oaks, Beech Park: Approved</p> <p>19/1718/FUL Samguri, Bendarroch Road: Refused</p> <ul style="list-style-type: none"> • noted
19/347	<p>TPO notifications – for information</p> <p>19/2408/PRETDD Belbury Hayes, Toadpit Lane</p> <p>19/0100/TPO Land to the south and east Hawthorne Close</p> <ul style="list-style-type: none"> • noted
19/348	<p>To receive an update on the Greater Exeter Strategic Plan (GESP)</p> <ul style="list-style-type: none"> • Cllr MH reported that following concerns raised at the previous WHPC meeting Cllrs MH/JB had sought clarification from the GESP Committee. The Committee confirmed they expect to produce a document in June 2020 setting out policies and site options (each for 500+ dwellings). • Membership of the GESP Member Joint Reference Forum will be widened • It is hoped that there will be greater transparency in the future
19/349	<p>To receive an update on the AONB /Glover Review and to consider</p> <ol style="list-style-type: none"> a proposal to extend the area and, if agreed working in conjunction with Ottery St Mary Town Council in an attempt to achieve this outcome <ul style="list-style-type: none"> • Cllr MH reported that Ottery St Mary Town Council meeting had asked for further information. • If there are proposals to request amendments to the existing AONB boundary they're likely to encompass parts of the Otter Valley and as such a joint working group would be sensible. • Cllrs noted that delivering this project would require a lot of work however it could achieve significant benefits. It would involve liaison with many 3rd parties including national organisations and would require professional support. The supporting information would be extensive and time consuming. • It was agreed that Cllr MH will attend the OSMTC meeting in February to give a short presentation on the AONB boundaries/Glover Review with a view to setting up a joint working group.
19/350	<p>To receive notification of a proposal for the installation of solar panels at Little Houndbeare, Aylesbeare (note – a planning application has not been submitted)</p> <ul style="list-style-type: none"> • Cllr JB reported on a recent presentation for a proposed solar farm at Little Houndbeare. • It was agreed to contact EDDC Planning to ask to be notified, as an adjoining parish, if an application is made.

Open Spaces Working Group

<p>19/351</p>	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Playpark - Is there a suitable location for a picnic bench? Clerk <ul style="list-style-type: none"> • The Clerk reported that space in the Playpark is very limited and will be reviewed together with Broadoak benches (item 19/354 see below). 2. Lengthsman – send agreed letter to Lengthsman – Done 3. Footpaths + Japanese Knotweed – request details of Landowner & send letter requesting action Done 4. Maintenance Contract – Advertise and contact interested parties Done <ul style="list-style-type: none"> • All noted <p>To receive a report from the Open Spaces Working Group meeting (November) previously circulated:</p>
<p>19/352</p>	<p>To consider responses received to the advert for a Grounds Maintenance 2020 Contract and discuss a recommendation from the OSWG.</p> <ul style="list-style-type: none"> • Cllr ABC reported that four responses had been received within the deadline. The OSWG had reviewed the tenders in detail. • Cllrs noted that the preferred tender would provide a grass cutting service once every three weeks. • It was resolved to award a one year contract, starting Jan 2020, to Idverde UK and to thank all other contractors for their tenders.
<p>19/353</p>	<p>To receive an update on the Lengthsman contract and to consider a recommendation for 2020:</p> <ol style="list-style-type: none"> a. Should the Lengthsman work be continued in 2020? b. To confirm the tasks to be undertaken (and their frequency): verge cutting at key junctions to aid road safety, clearing ditches, ensuring signs are visible (to supplement the work done by Devon County Council). c. To agree the process and timetable for inviting tenders. d. To agree submitting a grant application for Lengthsman funding to the DCC Highways Maintenance Community Enhancement Fund in 1Q2020 (deferred from 4Q2019) e. To agree submitting a grant application for Himalayan Balsam Clearance Project funding to the DCC Highways Maintenance Community Enhancement Fund in 1Q2020 (deferred from 4Q2019) <ul style="list-style-type: none"> • Cllrs noted that Hartwood Treeworks had withdrawn from the Lengthsman contract. • Cllrs discussed the Lengthsman work that had been carried out in 2019 and the positive feedback from residents. Learning from 2019 Cllrs discussed changes to the work schedule for 2020. • It was resolved to provide a Village Lengthsman service in 2020 to <ul style="list-style-type: none"> ○ Cut verges at junctions to improve visibility and road safety (twice a year) ○ A further pre-winter cut to include cutting back brambles at specific areas ○ Clearing ditches. • It was agreed to advertise the Village Lengthsman vacancy in January with a view to make a decision in February. • It was agreed to submit a grant application to the Highways Maintenance Community Enhancement Fund for match funding for the Lengthsman service 2020.

	<ul style="list-style-type: none"> • It was agreed to manage the Himalayan Balsam clearance as a separate project. • It was agreed to contact Highways Neighbourhood Officer request further clarification on DCC Highways responsibilities and schedule.
19/354	<p>To receive an update on installing a picnic bench in Broadoak Plantation.</p> <ul style="list-style-type: none"> • Cllrs discussed the points raised in the earlier public session. • It was agreed to consider these concerns in detail once Tilhill (contractor for the Woodland Trust) has replied. Possible mitigation actions could include <ul style="list-style-type: none"> ○ Parking - the benches would not be advertised outside the village ○ Litter bins – additional bins at the entrances (although this would incur a annual cost) ○ Wildlife – could commission an ecology report ○ Maintenance – minimised by choice of materials • Cllr JB noted that the Council had to work on behalf of the community and at times it was difficult to find a balance between different groups. • Cllr MH reported that the idea for benches originated in the Public Realm Study which highlighted inadequate outdoor facilities for families in the village. • Cllrs noted that communication with the Tilhill/Woodland Trust was very difficult and unresponsive. • Cllr AT reported that she had sent a letter to Tilhill with details of the picnic benches and their proposed location. • It was agreed that Cllrs AT/ABC would prepare posters for the entrances to Broadoak giving details of the proposal and how to contact the Council. The posters to be installed as soon possible.
19/355	<p>To receive an update on the Special Trees of West Hill survey and report</p> <ol style="list-style-type: none"> a. Publication b. Future Plans c. Publication on the WHPC website <ul style="list-style-type: none"> • Cllr ABC reported that the Special Trees of West Hill survey and report was ready for publication. Further work will be done in 2020 to complete some further sections. • The document records significant trees with their size and species, maps showing their location, plus advice on tree maintenance • Future plans include producing a village walking trail leaflet. • Cllrs congratulated Cllr ABC and his group for their work and dedication which has taken several years to complete the report. • Cllr MH noted that the report would be put on the website but this has prompted thoughts on re-designed parts of the website in order to make such documents easier to find.

Finance Working Group

19/356	<p>To receive an update on actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> a. CIL 2019 report to EDDC Clerk b. Research an additional provider for a deposit account Ongoing <ul style="list-style-type: none"> • Both noted
19/357	<p>To approve the 2020-2021 budget proposal (paper previously circulated)</p> <ul style="list-style-type: none"> • It was resolved to accept the draft 2020-21 budget as presented. (Proposed by MH, unanimously agreed)

	<ul style="list-style-type: none"> • It was resolved to keep the 2019-20 precept demand unchanged at the 2019-20 rate. (Proposed by MH, unanimously agreed)
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People and Policy Working Group

19/358	<p>To receive an update from the People and Policy Working Group</p> <ul style="list-style-type: none"> a. Social Media – Facebook and Twitter • Cllr MH reported on recent WHPC activity on social media including advertising the Grounds Maintenance advert, Tar Barrels and Broadband initiative. b. Proposed changes to the WHPC website • Cllr MH suggested that minor website changes could be made to give some documents/issues a higher profile. There would be associated costs. • It was agreed that the P&PWG would review the proposed changes and bring a recommendation to a future meeting.
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Other Matters

19/359	<p>Traffic Study: Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ul style="list-style-type: none"> a. Village Hall pedestrian Access– arrange joint working group meeting incl MH, JB, Clerk & Jon Tricker Done b. Vehicle Activated Signs–arrange visit to Newton Poppleford to discuss signs/process Done c. Community Speedwatch - arrange meeting to discuss VAS, locations etc Done • All noted <p>To receive an update and consider next steps:</p> <p>1. Village Hall new pedestrian access proposal</p> <ul style="list-style-type: none"> • Update from joint WHPC/Village Hall/School working group • To consider PJA Traffic Consultant fee proposal • Next steps for design, public consultation and planning application. • Note- An Ecology report and Tree report will be required to support the planning application. • Cllr MH reported that a WHPC/Village Hall/School working group meeting PJA Traffic Consultant had taken place. It agreed to proceed with the detailed design. • Cllrs discussed the consultants fee proposal in detail (previously circulated). • Cllr JB confirmed that EDDC Planning will require supporting information including an ecology report and tree report. • It was resolved to accept the PJA Traffic Consultant fee proposal • It was agreed to commission a Road Safety report, an Ecology report and Arboricultural report. • Cllrs discussed the proposed timetable for a public consultation in January followed by the planning application. <p>2. Speed cameras and speed activated signs (paper previously circulated)</p> <ul style="list-style-type: none"> • Visit to Newton Poppleford to view and discuss their speed activated signs.
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	<ul style="list-style-type: none"> • speed cameras v speed activated signs • Information from DCC Highways regarding Speed Activated Signs • Next steps to include meeting with West Hill Community Speedwatch to discuss signs, possible locations and operation of the signs. • Cllr MH reported that three Councillors had visited Newton Poppleford to view and discuss their speed activated signs which consists of poles at 5 locations and 1 battery operated sign. The sign is moved between locations on a two weekly basis. The signs can record traffic volumes and the number of times the signs are triggered. • Cllrs noted that the signs are battery powered enabling them to be moved between locations. This isn't possible with solar powered units. • Issues to consider include <ul style="list-style-type: none"> ○ sites must be safely accessible and approved by Highways. ○ Who will move the signs around/change the battery? • Installing Speed Cameras must be agreed by DCC Highways and EDDC via their SCARF process and as discussed at a previous WHPC meeting it's very unlikely that West Hill would be eligible based on current road accident data. • Highways do not permit installation of Speed Indicator Signs on a permanent basis. They are used by the Police on a temporary basis and must be approved via the SCARF process. • It was agreed to move to the next stage on this project to meet with West Hill Community Speedwatch and then Highways to discuss signs and their possible locations.
<p>19/360</p>	<p>To receive an update on the West Hill Map 2019 project</p> <ul style="list-style-type: none"> • Project Financials • Distribution and feedback • Cllrs noted that costs for the newsletter and Village Map were covered by the fees for adverts (report previously circulated). Additional maps are available for sale at McColls. • The Clerk reported that many residents had contacted the Council to express their thanks and positive feedback regarding the recent newsletter and Village new map. These residents had not previously been in communication with the Council. • Cllrs noted that this project had successfully reached residents and given them a better understanding of WHPC activities. • It was agreed to discuss future newsletters at the next WHPC meeting.
<p>19/361</p>	<p>To consider proposed WHPC Climate Change actions for 2020</p> <ol style="list-style-type: none"> a. Continue to work with and support the Greener Ottery Campaign b. Suggested Tree-themed activities include <ul style="list-style-type: none"> • Special Trees of West Hill report • Walking trails • Residents proposals for tree planting • Clyst Valley Green Infrastructure Project: Liaise with Ottery St Mary rep re recording and reporting ancient trees in West Hill c. Is a working group required to co-ordinate and promote these actions? <ul style="list-style-type: none"> • See item 19/362 below.
<p>19/362</p>	<p>To review the Working Groups established in 2019 and to consider whether any changes are required for 2020? (Papers previously circulated).</p> <ul style="list-style-type: none"> • It was agreed to hold a workshop in January to discuss activities for 2020 and how to organise available resources to manage these activities.

19/363	<p>To consider a WHPC response to Connecting Devon and Somerset's public consultation on broadband. (/www.connectingdevonandsomerset.co.uk)</p> <ul style="list-style-type: none"> • It was agreed that Cllrs JB/QT should contact Connecting Devon and Somerset to confirm WHPC interest in Ultrafast broadband and confirm that the Council has been working with Jurassic Fibre.
19/364	<p>To consider the inclusion of the West Hill Playpark as a public area subject to a Control of Dogs Order (EDDC Control of Dogs in Public Spaces 3year Review)</p> <ul style="list-style-type: none"> • Cllrs noted that the Playpark already had signs stating that Dogs must be kept on a lead. • Some Cllrs suggested that dogs should be excluded from children's playparks as this is a common practice. • Other Cllrs believed that this would prevent some families from using the Playpark. • Cllrs were not aware of any dog-related incidents since the park was established. • It was agreed not to request the inclusion of the West Hill Playpark on the schedule.
19/365	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Octopus Energy - notify Dean Stewart of WHPC decision Done <ul style="list-style-type: none"> • Put details on WHPC website (Clerk) 2. Lorries/A375 – write to Highways Done, no response from Highways 3. Remembrance Day - ABC to represent WHPC on Sunday, MH on Monday 11th Done 4. Broadband – email to registered residents QT Ongoing 5. Teenagers/RBL – update RBL JB/AT Ongoing 6. Roadside Adverts – <ul style="list-style-type: none"> • EDDC Planning Enforcement in progress 7. Highways "Report A Problem" – send web link to Cllrs Done <ul style="list-style-type: none"> • All noted <p>Other matters</p> <ol style="list-style-type: none"> a. Two Grant Applications have been received and scheduled for January Council meeting <ul style="list-style-type: none"> ▪ Ottery Help Scheme ▪ Re-engage (Ottery St Mary & West Hill Group) b. OSM Hospital Working Group – update – no matters to report c. Planning Enforcement West Hill Road – EDDC Planning Enforcement in progress d. Exeter Airport Consultative Committee - no matters to report e. Communication with residents - WHPC 2020 monthly "surgery" <ul style="list-style-type: none"> ▪ to be reviewed at a later date f. Correspondence from residents <ul style="list-style-type: none"> ▪ Eastfield Signage <ol style="list-style-type: none"> i. Cllr JB/Clerk have chased EDDC for a "leading to..." sign at the Eastfield/West Hill Rod junction. ▪ Warren Park Potholes <ol style="list-style-type: none"> i. Work has been completed to deal with the most dangerous potholes. ▪ Lower Broad Oak overflowing ditch <ol style="list-style-type: none"> i. Clerk to report the problem to Highways. ▪ Noticeboard : The Council has received a complaint about an Election Campaign poster on the WHPC noticeboard. <ol style="list-style-type: none"> i. The Clerk reported that the neighbouring Conservative Association noticeboard no longer had a title indicating ownership. This led to the mis-understanding. The Conservative Association had been contacted and asked to take action.

19/366	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ul style="list-style-type: none"> • Clerk claim for expenses (Nov) • DALC – Clerk CiLCA training • Brightsea Printers – village maps • WallArt - newsletters • S Radcliffe – Playpark Gardening <p>Paid invoices – for information:</p> <ul style="list-style-type: none"> • WHPC donation for Remembrance Wreath • WH Village Hall – room bookings (Oct) • TRIP Community Transport - Grant Award <ul style="list-style-type: none"> • All noted and approved <p>To receive the bank reconciliation for November.</p> <ul style="list-style-type: none"> • Statements are not yet available will be circulated and scheduled at the January meeting.
19/367	<p>Councillors questions, reports and items for future agenda</p> <p>Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p> <p>No matters were raised by councillors</p>
19/368	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 7th January 2020 or Tuesday 17th December to meet Planning Application deadlines (if required)</p>

Signed: *Anne Oliver*, Clerk to the Council

5th December 2019